



# Quick Step Guide - UIA 1028 Report

## Edit Preferences

1. Select **Edit | Adjust Preferences | UIA**.
2. Choose **Reimbursing** or **Contributing**.  
**NOTE:** 'Reimbursing' is normal for municipalities. If your software has a SUTA Pay Type, select 'Contributing.'
3. Enter **UIA Account Number**.
4. Click **OK**.

## Pay Type Setup

1. Select **Manage Employees | Tools | Pay Types**.
2. Double click **SUTA** to view details.
3. Click **Tax Info** tab.
4. Click **Edit**.
5. Enter the correct percentage rate breakdown for your unit in the **Rates Grid**. This is defined by the State of Michigan.
6. Click **Save**.
7. Click **OK**.

**NOTE:** Check employee records for termination dates and exclude from FUTA/SUTA setting.

## Reports

1. Select **Menu Bar | Reports | Quarterly**.
2. Run **Quarterly 1028 Worksheet** to review information to be filed.
3. When the filter comes up asking for the quarter, make sure to use the **Options Tab** to enter additional settings or a **Prior Balance**.
4. If less than 25 employees run **Form UIA 1028**.  
**NOTE:** If less than 25 employees you also have the option available to export the information to E-File on the state website.
5. When the filter comes up asking for the quarter, make sure to use the **Options Tab** to enter additional settings or a **Prior Balance**.
6. If sending a payment, write in **Amount Enclosed**.
7. **Sign and Mail**.

**NOTE:** Make sure to make a copy for your records.

## Export

1. If you have more than 25 employees the program limits you to exporting the information to E-File with the state; you will be unable to print the 'Form UIA 1028'.
2. Select **File | Export | Export UIA 1028 Report**.

3. Click **Folder** icon at right of 'Export Path/File Name.'
4. Select the path to save in and assign a file name then click **Open**.

**NOTE:** Be sure the file has the extension '.txt.'

5. Choose which type of export you need.
  - a. The Bulk File Format is designed for users to upload the information with no adjustments. Use the Bulk Filing feature on MIWAM.
  - b. The Wage Detail file will fill in the employee information on the File Now tool on MIWAM. **NOTE:** This is the recommended method.
6. Click **Next**.
7. Set the filter as needed and click **Next**.
8. Add additional settings or prior balance if needed and click **Next**.
9. Optional - Click **Open Explorer** to go to the file.
10. Optional - Select the **Email checkbox** and enter an email address if you wish to send the file to another individual.  
**NOTE:** This requires a locally installed e-mail client such as MS Outlook or Mozilla Thunderbird.
11. Optional - Click **Print Report** to have a paper printout of information included in the export for your file.
12. Click **Finish**.
13. Click **Save**.
14. Click **Overview** in Primary Task Box.
15. Click **UIA MIWAM Login** to go to LARA website to log in.

## Additional Assistance

Contact the Pontem Software Help Desk

Toll-free: 888.237.8531

FAX: 517.663.2166

Email: [support@pontem.com](mailto:support@pontem.com)

Online: <http://www.pontem.com/Support-1>

Mailing Address:

215 Dexter Road, Eaton Rapids, MI 48827